Anne Rivers  
Director of Human Resources  
Acme Company  
1234 Music Avenue  
Nashville, TN 37011

July 22, 20XX

Wanda Thompson Human Resources Assistant Acme Company 1234 Music Avenue Nashville, TN 37011

Dear Wanda,

Thank you for all your help on our recent company-wide restructure. It was really helpful to have your input since you went through a similar reorganization at your previous company. I'm happy to have you as a part of this team. In the short time you have been here, you have really helped to make things run smoothly.

I truly appreciate your willingness to help out wherever needed. It's that kind of flexibility and dedication that will help this company grow to its full potential.

Sincerely,

Ann Rivers (signature hard copy letter)

Ann Rivers